

2018-01-307



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Region XIII
Butuan City



January 8, 2018

REGIONAL MEMORANDUM

No. 017 s., 2018

DOCUMENTARY PROCESSING OF PRIVATE SCHOOLS' APPLICATION FOR THE INCREASE OF TUITION & OTHER MISCELLANEOUS FEES SY 2018-2019

To : Schools Division Superintendents
Chiefs CID & SGOD
Chiefs Functional Division
This Region

1. This Office would like to inform all Heads of Private Schools with intension to increase their tuition and other miscellaneous fees for SY-2018-2019 that the processing of documentary requirements for application is on **March 1, 2018 to April 30, 2018**.
2. The Division Private School Coordinator shall pre-evaluate the documentary requirement using the attached checklist. If found lacking or noted with deficiency advise the concerned applicant to comply before endorsing to the regional office.
3. The application with complete documentary requirements shall be indorsed by the Schools Division Superintendent to the Regional Director for approval. Failure to submit the applications in the above specified period shall not be entertained.
4. Wide dissemination of this memorandum is highly enjoined.

[Signature]
for **BEATRIZ G. TORNO, Ph. D., CESO IV**
OIC-Regional Director *[Signature]*

QAD7/dro
1/8/18



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



CHECKLIST OF REQUIREMENTS FOR TUITION FEE INCREASE AND OTHER FEES

Name of School :
Complete Address :
School Year :2018-2019

Status of Compliance	Description of Documents / Requirements	Remarks
	PTA Resolution indicating among others the need to increase and collect fees, based on reasonable amount, duly signed by $\frac{3}{4}$ of the legitimate PTA Key Officials and $\frac{3}{4}$ of the PTA Board.	
	Proof of notice of consultation duly received by the concerned parents.	
	Sworn Certificate of the school head attesting and//or confirming that there was really a meeting held to consult the parents.	
	Proof of confirmation on the tuition increase by concerned parents (at least $\frac{3}{4}$ of parents)	
	Comparative Presentation of tuition and other fees (Year before the increase and the proposed tuition and other fees)	
	Allocation of the tuition fee increase: _ 70% of the allocation for payment of salaries, wages, allowances and other benefits of the faculty and employee. -30% for institutional development, student assistance and extension service and return of investment.	
	Minutes of the consultation meeting with attendance of parents and pictures taken during the consultation meeting.	

EVALUATION:

Complied with all requirements
 Not complied the requirement

RECOMMENDATION:

Evaluated by:

Noted :

QAd7/dro
1-08-18



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